

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY
COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX

SF-171, OF 612 or RESUME TO:

MORALE, WELFARE & RECREATION DEPARTMENT
NAVAL SUPPORT ACTIVITY WASHINGTON

NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX

2770 ENTERPRISE WAY, S.W., SUITE 106

WASHINGTON, D.C. 20373-5823

TEL. # (202) 433-0804

FAX # (202) 433-5045

POSITION: Child Development Youth Program Administrator **ANNOUNCEMENT #04-32**
NF-0301-04

REGULAR FULL-TIME

SALARY: OPEN FOR NEGOTIATION

OPENING DATE: 20 AUG 2004

CLOSING DATE: UNTIL FILLED

LOCATION: REGIONAL OFFICES, NAVAL DISTRICT WASHINGTON

AREA OF CONSIDERATION: World Wide.

BRIEF DESCRIPTION OF DUTIES:

The incumbent will plan and execute the Regional Child Development and Youth Programs through administration, operation and technical direction of all delivery systems and program components in the Region. A variety of services are provided for children four weeks to eighteen years old. The diversity, volume and variety of activities exceed conventional workplace responsibilities. Establishes and implements policies pertaining to the admittance of children with special needs including handicapped children and children with chronic illness. Responsible for the development of a comprehensive training program for CDC staff, CDH Providers, SAC and Youth Centers.

QUALIFICATIONS:

Extensive professional experience in the field of child development. Extensive executive experience including personnel management, financial management and administrative experience required. Possess strong leadership skills and have the ability to conduct comprehensive analysis of organizational structures and program planning and projection to devise and carry out the variety of exceptionally complex program components. Must be able to travel and may work an uncommon tour of duty. Must satisfactorily complete all background checks and pre-employment physical.

"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor."